

# Rush County Court Services

Rush County is an equal opportunity employer

## NOTICE OF JOB OPENING

<b>Department Name:</b>	<b>Court Services: Community Corrections</b>		
<b>Position Title:</b>	<b>Administrative Assistant</b>		
<b>Position Summary:</b>	<p>Responsible for directing flow of client traffic in department waiting area, preparing and completing legal paperwork, and providing administrative support to department personnel.</p> <p><b><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to personnel including typing, data entry, compiling statistics, creating forms, and preparing a variety of special reports.</li> <li>• Modify the case management system in response to departmental needs.</li> <li>• Maintain inventory of office supplies and equipment, ordering supplies/equipment and/or scheduling maintenance as needed.</li> <li>• Exhibit sound judgment, work well under pressure and meet established timelines and goals.</li> <li>• Develop good working relationships with local law enforcement, judges, and community resources.</li> <li>• Ability to think and work independently with minimal supervision.</li> <li>• Answer telephone lines, greet office visitors, respond to inquiries, provide information and assistance, as well as take messages and/or direct caller to appropriate individual or department. Receive and distribute incoming mail.</li> <li>• Compiles daily notification of client arrests, securing police reports and forwarding to appropriate staff.</li> <li>• Conducts DNA testing as required by law.</li> <li>• Assists with opening case files and distributing case assignments to staff as appropriate. Enters information into department database, including client offense, demographic data, Indiana Statute Codes, and case disposition information.</li> <li>• Attends continuing education workshops and training seminars as required.</li> <li>• Provide administrative support services to the department Director and staff.</li> <li>• Other administrative responsibilities and duties as assigned.</li> </ul>		
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must be 18 years of age and must be a U.S. citizen.</li> <li>• Must have experience and ability to effectively communicate with the public.</li> <li>• Must have ability to work as member of a team.</li> <li>• Extensive knowledge of, and experience using, the Microsoft Office Suite (Word, Excel, Outlook). Working knowledge of (or willingness to learn) other computer programs.</li> <li>• Exceptional organizational skills required with ability to organize several duties and meet deadlines with minimal supervision.</li> </ul>		
<b>Salary:</b>	<p>Full time 35 hours/week. Rush County Government fringe benefits.  Salary: \$30,375 to \$34,580 (based on years of experience, education, professional experience and training).</p>		
<b>Posted:</b>	October 20, 2016	<b>Close Date:</b>	November 1, 2016
<b>Submit Resume, Cover Letter and References to:</b>	<p>Ashley Stevens, Director  Rush County Court Services  101 E. 2nd St. Suite 316, Rushville, Indiana 46173  astevens@rushcounty.in.gov</p>		